

**Harpers Ferry Water Works
Corporation of Harpers Ferry
1000 Washington Street
PO Box 217
Harpers Ferry, WV 25425
304-535-2503**

**Send resume with contact information to
clerk@harpersferrywv.us
or to mailing address listed above.**

WATER UTILITY FIELD TECHNICIAN

FLSA Status: Non-Exempt

Effective Date: February 27, 2019

Closing Date: Position available until filled.

This is a full-time entry level position. It offers a benefits package and opportunity for advancement.

General Purpose

Under direct supervision of the Chief Plant Operator, to learn to install, maintain, and repair water services, valves, mains, and hydrants; to learn to operate heavy equipment used in water service work; to learn to perform a variety of skilled maintenance trades work; and to perform other related duties as required.

Distinguishing Characteristics

The Field Technician is an entry level class that may be assigned to work in any areas of field operations, depending upon the workload and needs of the Harpers Ferry Water Works customer service area.

Supervision is received from the Chief Plant Operator. Incumbents perform basic, routine tasks and duties that do not require prior knowledge or skill in crafts or mechanical procedures. Incumbents assist semi-skilled and skilled workers in a variety of sections in the water service district. In the course of duties, incumbents are expected to acquire the knowledge and skill of water operations and maintenance trades, in a training capacity, including the proper use of hand tools and motorized equipment.

Essential Duties and Responsibilities

The following duties are typical essential duties for positions in this classification. Any single person may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and District staff;
- Routinely adheres to and maintains a positive attitude towards Harpers Ferry Water Works goals;
- Assist in the performance of a variety of water utility duties in the maintenance and repair of water plants and facilities;
- Ensures proper use of safety equipment; wears protective apparel;
- Performs arduous labor in assisting others in the construction and maintenance of various utility water projects;
- Operates Harpers Ferry Water Works vehicles and learns to operate light and medium trucks; loads and unloads trucks; Assists in and/or operates a forklift, roller cement mixer, compressor, jackhammer, concrete saws, sandblaster, drills and similar equipment and tools depending on status of training;
- Learns to use hand and portable power tools; cleans and maintains tools;
- Assists in clearing work area of debris and rocks; assists in excavating trenches; digs trenches with hand tools; digs, backfills and tamps trenches; learns to perform hand grading and tamping;
- Assists and learns to operate a pipe locator and pipe threading machine; learns to cut pipe as instructed using power saws; assists and learns to lay pipe;
- Assists and learns in isolating, making repairs, or replacing inoperative sections;
- Learns to set forms for thrust blocks; learns to set shoring bars and equipment into place;
- Assists in mixing and pouring concrete; learns to finish concrete;
- Assists and learns skills in laying, tamping, spreading, and rolling of asphalt;
- Assists and learns to install equipment onto mounts, including pumps, engines, motors, drive shafts, piping and electrical panels;
- Assists in painting surfaces; sandblasts surfaces; learns to manipulate compressed air hoses for paint sprayers to prevent construction while spraying; assists in erecting scaffolding;
- Assists and learns to check discs, diaphragms and bushings; learns to assemble drive trains;

- Assist in water production operations including installation, operation, and maintenance of pumps, blowers, and valves, when needed;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA);
- Clean and maintain reservoirs, buildings, sludge beds, and blending ponds.

Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Basic mathematics;
- Verbal English to understand and be understood; written English to communicate in writing at a simple level;
- Appropriate safety precautions and procedures;
- Common hand tools, small power tools, and light equipment used in maintenance and construction trades;

Ability to:

- Learn to use hand and portable power tools in simple repair and construction projects;
- Take appropriate safety precautions in trench excavation;
- Perform heavy physical labor;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions; read and write at a level sufficient for job success;
- Establish and maintain effective relationships with those contacted in the course of work;
- Learn to maintain basic records;
- Read, write and perform basic mathematical calculations;

- Learn basic methods of operation, installation, and maintenance of water and water reclamation facilities;
- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Wear protective respiratory equipment to include SCBA and personal escape respirator;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

Graduation from high school or G.E.D equivalent; and

Experience:

Experience in the construction and maintenance trade is highly desirable; and

Possession of a valid West Virginia driver's license required upon application.

Necessary Special Requirements

Must be clean shaven or trimmed facial hair in order to properly use personal respirators and SCBA equipment. Must pass a respirator medical exam and be physically able to wear SCBA equipment. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment.

Physical Tasks and Environmental Conditions

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. There is frequent need to stand, stoop, walk, crawl, climb, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools and mechanical and motorized equipment, to transport materials and supplies weighing up to 75 pounds, and to travel to various locations. Must be able to see in

the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Advances

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The Harpers Ferry Town Council may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the Harpers Ferry Town Council. The Harpers Ferry Town Council may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and/or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY WATER COMMISSION AND/OR THE HARPERS FERRY TOWN COUNCIL, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE WATER WORKS.